State of Michigan
(Insert Project Name Here)
Requirements Specifications

General Information

Project ID / Acronym:	CATS	*Date:*	
Organizational Title:	Treasury	*Modification Date:*	
Author(s):	Pat Mulligan	*MDIT Authorized by:*	Dave Borzenski
Agency Sponsor:	George Smith	*MDIT Executive:*	Juan Chapa

This example is from CATS which is a large and complex project. The IT staff consisted of around 10 staff members.

Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the CATS project or who will become involved during the lifecycle.

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1.   Project Scope

The Scope of the CATS Project includes all reports and processing identified in order to process motor fuel payments for motor fuel carriers and aviation.

The scope does not include changing the formats of the files and transactions used to interface to other systems.

2.   Project Objectives

The objectives of the Customer Financials Motor Fuel Project, which tracks all fuel sales, distribution, taxation and collections are as follows"

a.   Provide and Accounting System for Motor Fuel including all Treaury accounting principles and policies.

b.   The Accounting System must automatically generate online-realtime assessments, post refunds, generate adjustments to several system interfaces.

c.   Provide an interface between the ACS Motor Fuel System to the Treasury Customer Financials System.

d.   Provide a Motor Fuel payment tracking system.

e.   Integrate to the Treasury Warrant system to provide payments and reconciliation.

f.   Provide an interface to MAIN for the Motor Fuel System for proper State accounting transactions.

g.   Provide a auditor interface to allow audits of all Motor Fuel purchases, distributions, and taxes paid and owed to the State of Michigan.

h.   Integrate the payment tracking system to the STAR System for Collections. Provide notifications, correspondence, and accounting functions to ensure proper payment handling.

3.   Requirements Analysis Technique

The requirements gathering techniques used for this project will include JAD sessions, user interviews, interviews with technology partners at ACS, interviews with all interface systems owners. Requirements will be documented and reviewed. Upon agreement that all requirements have been gathered and prioritized, they will be reviewed and approved by all stakeholders using the Stage Exit Review and signoff process.   A project plan will be created and include milestones and committed resources. Changes to base-lined requirements will follow the PMM Change Control Process to request, re-estimate impacts on cost, resources and the project schedule. Changes will be approved or denied by the Project Control Board.

4.   System Requirements

4.1   Functional Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
1.	CATS accounting must comply to generally accepted accounting principles. It is GAAP compliant.	R	Jane Doe	C	6/6/2006
2.	CATS accounting must comply with all Treasury policy regarding accounting	R	Jane Doe	C	6/6/2006

	procedure.	R				
3.	CATS must have a defined rule set with which to post accounting cases. For example, in the case of a refund, do specific things.	R	Jane Doe	C	6/6/2006	
4.	CATS must sum the ledger for a taxpayer customer automatically.	R	Jane Doe	C	6/6/2006	
5.	CATS must sum the ledger for a taxpayer customer on demand.	R	Jane Doe	C	6/6/2006	
6.	CATS must generate refunds automatically.	R	Jane Doe	C	6/6/2006	
7.	CATS must generate assessments automatically.	R	Sue Smith	C	6/6/2006	
8.	CATS must post STAR payment feedback automatically.	R	Sue Smith	C	6/6/2006	
9.	CATS must generate MAIN fund adjustment transactions automatically.	R	Sue Smith	C	6/6/2006	
10.	CATS customer updates must take effect immediately. Updates are real-time.	R	Sue Smith	C	6/6/2006	
11.	CATS must automatically do batch balancing when money transactions are entered into the system. Payments in a batch are matched and balanced to the appropriate batch header.	R	Sue Smith	C	6/6/2006	
12.	CATS must search for a customer by name.	R	Sue Smith	C	6/6/2006	
13.	CATS must use the best available address for a taxpayer.	R	Sue Smith	C	6/6/2006	
14.	CATS must search for a customer by vendor number.	R	Sue Smith	C	6/6/2006	
15.	CATS must keep comments for a customer.	E	Sue Smith	C	6/6/2006	
16.	CATS must have a function to allow an account-to-account transfer of value where the tax type remains the same (gas, diesel, aviation).	R	Sue Smith	C	6/6/2006	
17.	CATS must allow transfers to and from one MF taxpayer to another and of the same return type.	R	Sue Smith	C	6/6/2006	
18.	CATS must allow transfers to and from one MF taxpayer to another and of a different return type.	R	John Smith	C	6/6/2006	
19.	PayPro must allow for payments to be entered electronically.	R	Bob Jones	C	6/6/2006	
20.	PayPro must be able to track individual payments to distributions in MAIN.	R	Bob Jones	C	6/6/2006	
21.	PayPro must be able to track individual payments to a deposit ticket.	R	Bob Jones	C	6/6/2006	
22.	PayPro must allow payments to be adjusted.	R	Bob Jones	C	6/6/2006	
23.	PayPro must allow batch balancing.	R	Bob Jones	C	6/6/2006	
24.	PayPro payment updates must take effect immediately. Updates are real-time.	R	Bob Jones	C	6/6/2006	
25.	PayPro must automatically do batch balancing	R	Bob Jones	C	6/6/2006	

	when money transactions are entered into the system. Payments in a batch are matched and balanced to the appropriate batch header.				

4.2 Input and Output Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
26.	PayPro must have reporting capabilities for verification of interface activities from and to other systems.	R	Bob Jones	C	6/6/2006
27.	PayPro must allow manual entry of payments.	R	Bob Jones	C	6/6/2006
28.	PayPro must allow comments for a payment.	R	Bob Jones	C	6/6/2006
29.	PayPro must allow manual entry of payments to be entered without an accompanying return.	R	Bob Jones	C	6/6/2006
30.	CATS must generate TBOR letters automatically.	R	Jane Doe	C	6/6/2006
31.	CATS must allow manual entry of an issued refund transaction.	R	Sue Smith	C	6/6/2006
32.	CATS must allow manual entry of an issued assessment transaction.	R	Sue Smith	C	6/6/2006
33.	PayPro should be able to present all payments entered for a given deposit ticket number.	R	Bob Jones	C	6/6/2006
34.	PayPro should be able to present all payments entered for a given day.	R	Bob Jones	C	6/6/2006
35.	CATS must allow manual entry of interdepartmental adjustments (a.k.a. IDA).	R	Sue Smith	C	6/6/2006
36.	CATS must allow manual entry of journal voucher adjustments (a.k.a. JV).	R	Sue Smith	C	6/6/2006
37.	CATS must have reporting to support revenue and expenditure reconciliation with other State of Michigan and Federal agencies.	R	Bob Jones	C	6/6/2006
38.	CATS must have reporting capabilities for verification of interface activities from and to other systems.	R	Bob Jones	C	6/6/2006
39.	The desktop database tool used to access the database must have built-in utility tools for the creation of lists and labels.	R	Bob Jones	C	6/6/2006
40.	CATS should be able to list all applied payments for a given fuel type (G/D/A)	R	Bob Jones	C	6/6/2006
41.	View all refunds for a taxpayer – current refund first, license type, status, user who initiated and approved refund, warrant #, other important info	R	Bob Jones	C	6/6/2006
42.	View ledger – account balance, liabilities, account status, financial transactions, filter by date range or period, snap shot of account on a certain date	R	Bob Jones	C	6/6/2006
43.					

4.3   Performance Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
44.	CATS must support up to 10 users simultaneously.	R	Joe Jones	C	6/6/2006
45.	CATS is a critical system that must be up at all times requiring 24x7 support.	R	Joe Jones	C	6/6/2006
46.	The database must be scalable, that is it can adapt to increased demands. There are currently 50,000 major motor fuel customers and growth is expected at 10% per year for the next 4 years.	R	Bob Jones	C	6/6/2006

4.4   User Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
47.	The CATS auditor interface must present a summarized customer view at the workstation.	R	Jane Doe	C	6/6/2006
48.	The summarized CATS auditor interface must provide account balance; tax type (gas, diesel, and aviation); return type; supporting line items of all financial transactions. The presentation is for a customer return filing of one type in one filing period.	R	Jane Doe	C	6/6/2006
	The CATS auditor interface must present a single customer at a time.	R	Jane Doe	C	6/6/2006
49.	The CATS auditor interface must present a view of all returns of all tax types for a single customer.	R	Jane Doe	C	6/6/2006
50.	The CATS auditor interface must present a view of account activity in descending or ascending chronological order as selected by the auditor.	R	Jane Doe	C	6/6/2006
51.	A CATS auditor interface must be available to initiate batch balancing.	R	Jane Doe	C	6/6/2006
52.	The CATS auditor interface must allow inquiry, adding, changing, and deleting of all financial transactions.	R	Jane Doe	C	6/6/2006
53.	The CATS auditor interface must allow inquiry, adding, changing, and deleting of account notes and comments.	R	Jane Doe	C	6/6/2006
54.	The CATS auditor interface must allow for generation of standard reports. That is, an auditor may pick pre-defined reports to generate on an as-needed basis.	R	Jane Doe	C	6/6/2006
55.	PayPro must have the same look and feel as CATS.	R	Bob Jones	C	6/6/2006
56.	PayPro must present a view of payment activity in descending or ascending chronological order as selected by the auditor.	R	Bob Jones	C	6/6/2006
57.	The PayPro auditor interface must allow inquiry, adding, changing, and deleting of	R	Bob Jones	C	6/6/2006

	payment comments.				
58.	PayPro auditor interface must allow for generation of standard reports. That is, an auditor may pick pre-defined reports to generate on an as-needed basis.	R	Bob Jones	C	6/6/2006
59.	CATS must reconcile to MAIN for payments received.	R	John Smith	C	6/6/2006
60.	CATS must reconcile to MAIN for refunds issued.	R	John Smith	C	6/6/2006
61.	CATS must reconcile to MAIN for assessments paid.	R	John Smith	C	6/6/2006
62.	CATS must reconcile to MAIN for IDA adjustments.	R	John Smith	C	6/6/2006
63.	CATS must reconcile to MAIN for Journal Voucher adjustments.	R	Bob Jones	C	6/6/2006
64.	The navigation from PayPro transactions to CATS transactions should be transparent to the user.	R	Bob Jones	C	6/6/2006
65.	The CATS application must be delivered to desktop personal computer workstations.	R	Bob Jones	C	6/6/2006
66.	The CATS auditor interface should navigate to the Gallons Tracking system.	R	Bob Jones	C	6/6/2006
67.	The CATS auditor interface should navigate to the STAR system.	R	Bob Jones	C	6/6/2006
68.	The CATS auditor interface should navigate to the Treasury registration system.	R	Bob Jones	C	6/6/2006
69.	It is nice to have a CATS self-service lookup available to the customer for use on the internet.	N	Bob Jones	C	6/6/2006
70.	PayPro must present a view of payment activity in descending or ascending chronological order as selected by the auditor.	R	Bob Jones	C	6/6/2006
71.	PayPro desktop interface must be distributed to PayPro users. A central application distributes the system to separate workstations.	R	Bob Jones	C	6/6/2006
72.	The PayPro auditor interface must allow inquiry, adding, changing, and deleting of payment comments.	R	Bob Jones	C	6/6/2006
73.	PayPro auditor interface must allow for generation of standard reports. That is, an auditor may pick pre-defined reports to generate on an as-needed basis.	R	Bob Jones	C	6/6/2006
74.	PayPro must allow undistributed funds to get to MAIN as soon as possible.	R	Bob Jones	C	6/6/2006
75.	It would be nice to have a PayPro self-service available on the internet for customers to lookup payments that have been received and or posted by SOM.	N	Bob Jones	C	6/6/2006
76.	PayPro must have the same look and feel as CATS.	R	Bob Jones	C	6/6/2006

4.5 System Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
77.	TC88 MAIN to CATS interface – batch process with the ability to run multiple times a day as scheduled by the user. This interface will provide feedback files from MAIN concerning payments entered into the accounting system. Reconciliation of payment information will be made in the Pay Pro System.	R	Jane Doe	C	6/6/2006
78.	CATS to TC88 MAIN interface must process warrants through the Treasury warrant systems in the existing formats. This will include a new payment type. Payments will be made on a daily basis, as needed and initiated by the CATS and PayPro Systems.	R	Jane Doe	C	6/6/2006
79.	CATS to Correspondence interface must provide data and formatting for the notification letter, two follow up letters including a 2nd notice and the Final Notice, and link to filenet to store the correspondence and dates of correspondence, on-line and display it to the Customer Contact Center upon request from Siebel.	R	Jane Doe	C	6/6/2006
80.	CATS to TACS interface will update the TACS database on the mainframe with accounting master record information.	R	Jane Doe	C	6/6/2006
81.	CATS to Pay Pro interface will update the Pay Pro System with payment reconciliation data to show the payments were made, refunded, or returned for non-sufficient funds.	R	Jane Doe	C	6/6/2006
82.	CATS to Star interface will consist of posting all unpaid Motor Fuel Taxes for collections. The interface will send new transaction codes, and payments in the STAR format. Collections will process the Motor Fuel collectable accounts by calculating penalties and interest, posting incoming payments, and tracking status. Reports of activities and balances along with totals will be produced on a daily basis. Accounts will be available online through the STAR online system and updatable based on payments received at the payment centers,	R	Jane Doe	C	6/6/2006
83.	CATS to Receipts Processing interface will include tax return information when payments are sent to the State and reconciled with Financial Accounting.	R	Jane Doe	C	6/6/2006

84.	CATS to Registration (license) interface will include the ability of tax payers to register to pay motor fuel taxes on-line. The Web application will input all data, edit the information and store it to a temporary database until information is verified and updated to the production TACS database.	R	Jane Doe	C	6/6/2006
85.	Star to CATS interface will update the CATS system with all collection activities producing accounting transactions.	R	Jane Doe	C	6/6/2006
86.	Pay Pro to Bank One interface for payments and feeback of transactions	R	Jane Doe	C	6/6/2006
87.	Pay Pro to CATS interface for accounting transactions for payments received	R	Jane Doe	C	6/6/2006
88.	Bank One to Pay Pro interface payment feedback information and acknowledgements to be sent back to the bank.	R	Jane Doe	C	6/6/2006
89.	PayPro should be able to present all payments that were included in the same document number send to MAIN for distribution.	R	Bob Jones	C	6/6/2006
90.	CATS must send refunds to MAIN automatically.	R	Jane Doe	C	6/6/2006
91.	CATS must receive MAIN payment feedback automatically.	R	Jane Doe	C	6/6/2006
92.	CATS must post MAIN payment feedback automatically.	R	Sue Smith	C	6/6/2006
93.	CATS must send assessments to STAR automatically.	R	Sue Smith	C	6/6/2006
94.	CATS must receive STAR payment feedback automatically..	R	Sue Smith	C	6/6/2006
95.	CATS must send MAIN funds transactions to MAIN automatically.	R	Sue Smith	C	6/6/2006
96.	CATS must automatically post money transactions to customer account at Treasury Receipts Processing and handled by Distributed Processing.	R	Sue Smith	C	6/6/2006
97.	The CATS auditor interface should navigate to the MAIN system.	R	Bob Jones	C	6/6/2006
98.	CATS should be automatically updated when the status of a payment to a taxpayer is changed to "paid" on the MAIN system.	R	Bob Jones	C	6/6/2006
99.	CATS should be automatically updated when the status of a payment to a taxpayer is changed to "stopped" on the MAIN system.	R	Bob Jones	C	6/6/2006
100.	CATS should be automatically updated when the status of a payment to a taxpayer is changed to "undeliverable" on the MAIN system.	R	Bob Jones	C	6/6/2006
101.	CATS should be automatically updated when the status of a payment to a taxpayer is changed to "cancelled" on the MAIN system.	R	Bob Jones	C	6/6/2006
102.	CATS should be automatically updated when	R	Bob Jones	C	6/6/2006

Req. No.	Detailed Requirement					
	the status of a payment to a taxpayer is changed to "escheat" on the MAIN system.					
103.	CATS must navigate to the MF licensing system.	R	John Smith	C	6/6/2006

4.6   Communication Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
104.	CATS must have a LAN/WAN technical infrastructure.	R	Bob Jones	C	6/6/2006
105.	A Web Service will be used to communicate with ACS.	R	Bob Jones	C	6/6/2006

4.7   Computer Security and Access Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
106.	CATS system security must be driven by user-code password.	R	Bob Jones	C	6/6/2006
107.	The database must be specified within the current State of Michigan electronic security policy.	R	Bob Jones	C	6/6/2006
108.	The owner of the database must have the ability to assign and enforce levels of security.	R	Bob Jones	C	6/6/2006
109.	The database must track updates made to it. Tracking is capturing and storing the user identity, date, and time of updates in an audit trail.	R	Bob Jones	C	6/6/2006

4.8   Backup and Recovery Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
110.	The database must be backed up daily.	R	Bob Jones	C	6/6/2006
111.	Database backups must be retained daily for 3 weeks, monthly for seven years.	R	Bob Jones	C	6/6/2006

4.9   Preliminary Data Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.10   Preliminary Implementation Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
112.	The CATS auditor interface must be distributed to desktop users. A central application distributes the system to separate auditor workstations.	R	Jane Doe	C	6/6/2006

113.	PayPro desktop interface must be distributed to PayPro users. A central application distributes the system to separate workstations.	R	Bob Jones	C	6/6/2006
114.	The user interface on the Web will be distributed via Serena Builder/Mover.	R	Bob Jones	C	6/6/2006

5. System Test Requirements

5.1 Testing Techniques

Testing for this project will consist of development of system and user acceptance test plans. The MDIT and business team members will identify test conditions from the requirements. The business will create and document test scenarios, test cases, and expected results for all requirements, business rules identified during design, error conditions, and data elements defined during design.

The programming staff will be responsible for unit testing during development. System testing will be the responsibility of the analyst staff.

The user acceptance test will be conducted by the business owner or designees. Results will be documented. Any defects will go back to development and process through the same cycle. Any new design features uncovered during testing will follow the Change Request process.

5.2 Test Phases

Following a successful end-to-end systems All report fields, screen fields on all associated reports, screens and forms will be verified prior to production.

5.3 Test Environments Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
115.	There will be three separate test environments (databases) for development and unit testing, systems testing and user acceptance testing.	R	Ralph Cool	C	6/6/2006
116.	Each test with an interfacing system will need to be scheduled and prepared prior to the interface test date.	R	Ralph Cool	C	6/6/2006
117.	Virtual servers may be used for test environments for development and system test.	N	Ralph Cool	C	6/6/2006
118.	A new server will need to be purchased and configured with Windows 2003 prior to UAT and will be used for UAT Web testing.	R	Ralph Cool	C	6/6/2006
119.	Test PCs will need to be used in a lab environment for 8 people.	E	Ralph Cool	C	6/6/2006
120.	The XP OS and MS Office XP must be available on all test PCs.	R	Ralph Cool	C	6/6/2006
121.	6 Full Time MDIT Staff will be required to set up the data and perform systems testing.	R	Ralph Cool	C	6/6/2006

5.4   Acceptance Test Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
122.	User Acceptance Testers will be from the business unit and are required full time for 3 months of testing.	R	Sam Jones	C	6/6/2006
123.	The User Acceptance Test Plan is the responsibility of the client and must be completed prior to construction.	R	Sam Jones	C	6/6/2006
124.	The UAT Plan must include expected results for each test case.	R	Sam Jones	C	6/6/2006
125.	A separate test environment will be required for UAT with the proper security controls set up to make it an exact replica of the production environment.	R	Sam Jones	C	6/6/2006
126.	The Installation Plan must be completed before UAT so it can be tested during set-up of the UAT environment.	R	Sam Jones	C	6/6/2006

6.   Functional Baseline

The Functional Baseline is a completed Requirements Specification Document that is clearly understood, agreed upon and has been approved by the clients, project managers, the Office of Enterprise Security, Infrastructure Services, the MDIT Client Server director, and others as required by the individual agency.

Approval Information

The signatures relay an understanding of the purpose and content of the document by those endorsing it.

☐ Accept   ☐ Reject   ☐ On Hold   ☐ Need Clarification   ☐ Other:

	Name / Title	Signature	Date
Client Sponsor			
MDIT Agency Services Sponsor			
Project Manager			
MDIT Infrastructure Services			
Office of Enterprise Security			